

Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

Sources for Property Information

November 2, 2005

Basic information about a piece of property may be needed before the property owner can apply for use or building permits. Information about the legal description, zoning, property lines, legally established use, recorded easements and code violations is available from various city, county, and state agencies.

This publication lists sources of information which can assist property owners in conducting research.

City of Seattle

DEPARTMENT OF PLANNING AND DEVELOPMENT (DPD)

(formerly called Department of Design, Construction
and Land Use)

Applicant Services Center

Seattle Municipal Tower, 20th Floor
700 Fifth Ave.
(206) 684-8850

HOURS: M,W,F: 7:30 a.m.-5:30 p.m.
Tu,Th: 10:30 a.m.-5:30 p.m.

- Site zoning
- Applicable development standards
- Permitted uses
- Legal use
- Application requirements
- Certificate of Land Use and Local Assessment
- DPD Director's Rules (final and draft)
- Side Sewer Cards - show private connection to public sewer system; scanned version available from DPD; original is produced by SDOT (see pg. 2)

Code Compliance

Seattle Municipal Tower, 19th Floor
700 Fifth Ave.
(206) 684-7899

HOURS: M,W,Th,F: 8 am-5pm
Tu: 10 a.m.-5 p.m.

- Complaint history
- Violations of housing, zoning, land use, noise, weeds and litter ordinances

Land Use Policy & Code Development Community Relations

Seattle Municipal Tower, 19th Floor
700 Fifth Ave.
(206) 684-8880

HOURS: M-F: 8 a.m.-5 p.m.

Microfilm Library

Seattle Municipal Tower, 20th Floor
700 Fifth Ave.
(206) 233-5180

HOURS: M,W, F: 9 a.m.-4:30 p.m.
Tu,Th: 10:30 a.m.-4:30 p.m.

- Permits
- Plans (except for original plans for single family residences built before 1974)
- Site specific interpretations
- Legal building site letters

Public Resource Center

Seattle Municipal Tower, 20th Floor
700 Fifth Ave.
(206) 684-8467

HOURS: M,W,F: 7:30 a.m.-5:30 p.m.
Tu,Th: 10:30 a.m.-5:30 p.m.

- Proposed code amendments
- Appealable Master Use Permit (MUP) applications under review
- City Council files under review
- Zoning history
- Maps - land use and environmental
- Aerial photos - GIS and shoreline

www.seattle.gov/dpd



City of Seattle

Department of Planning & Development

Gregory J. Nickels, Mayor Diane Sugimura, Director

700 5th Avenue, Suite 2000
P.O. Box 34019
Seattle, WA 98124-4019
(206) 684-8600

SEATTLE PUBLIC UTILITIES (SPU)**Information Center**

Seattle Municipal Tower, 47th Floor
700 Fifth Ave.
(206) 684-5132

- General information
- Referrals to map vault for:
 - topographical maps
 - paving & sidewalk plans
 - quarter section maps
 - historical aerial photos

SEATTLE DEPARTMENT OF TRANSPORTATION (SDOT)

(formerly called Seattle Engineering Department, as well as SEATLAN)

Street Use Permit Center

Seattle Municipal Tower, 37th floor
700 Fifth Ave.
(206) 684-5253

- Curb cut locations
- Curb cut specifications
- Private sewer & drainage plans (side sewer cards)
- Street vacation information

SEATTLE PUBLIC LIBRARY - Central Branch**Magazines, Newspapers & Government Publications**

1000 Fourth Ave.
(206) 386-4636

- Environmental Impact Statements
- Traffic Studies/Plans
- Codes

CITY CLERK

City Hall, 3rd floor
600 Fourth Ave.
(206) 684-8344

- City Council actions
- Code amendments

King County**DEPARTMENT OF ASSESSMENTS**

King County Administration Building
500 Fourth Ave., Room 700A
Seattle, WA 98104
(206) 296-7300

HOURS: 8 a.m.-5 p.m.

- Legal descriptions
- Construction date
- Use for tax purposes
- Tax rate

RECORDER'S OFFICE

King County Administration Building
500 Fourth Ave., Room 311
Seattle, WA 98104
(206) 296-1570

- Recorded documents
- Legal descriptions
- Liens
- Easements
- Short plats
- Lot boundary adjustments

Washington State**WASHINGTON STATE ARCHIVES****Puget Sound Regional Branch**

3000 Landerholm Circle SE, MS-N100
Bellevue, WA 98007-6484
(425) 564-3940

IMPORTANT: *Please call for an appointment 24 hours in advance with parcel number and/or short legal description.*

- Photographs of homes done in 1937-38 by WPA (Works Progress Administration)
- Indexes to deed & mortgages

Access to Information

Links to electronic versions of DPD **Client Assistance Memos (CAMs)**, **Director's Rules**, and the **Seattle Municipal Code** are available on the "Publications" and "Codes" pages of our website at www.seattle.gov/dpd. Paper copies are available from our Public Resource Center, located on the 20th floor of Seattle Municipal Tower at 700 Fifth Ave. in downtown Seattle, (206) 684-8467.